



Digital platform for circular economy in cross-sectorial sustainable value networks



This project has received funding from the
research and innovation programme under

European Union's Horizon 2020
grant agreement No. 873111

**Open call type “B”: Pilots in new sectors using
the DigiPrime digital platform, services, and
basic data transfer functionalities**

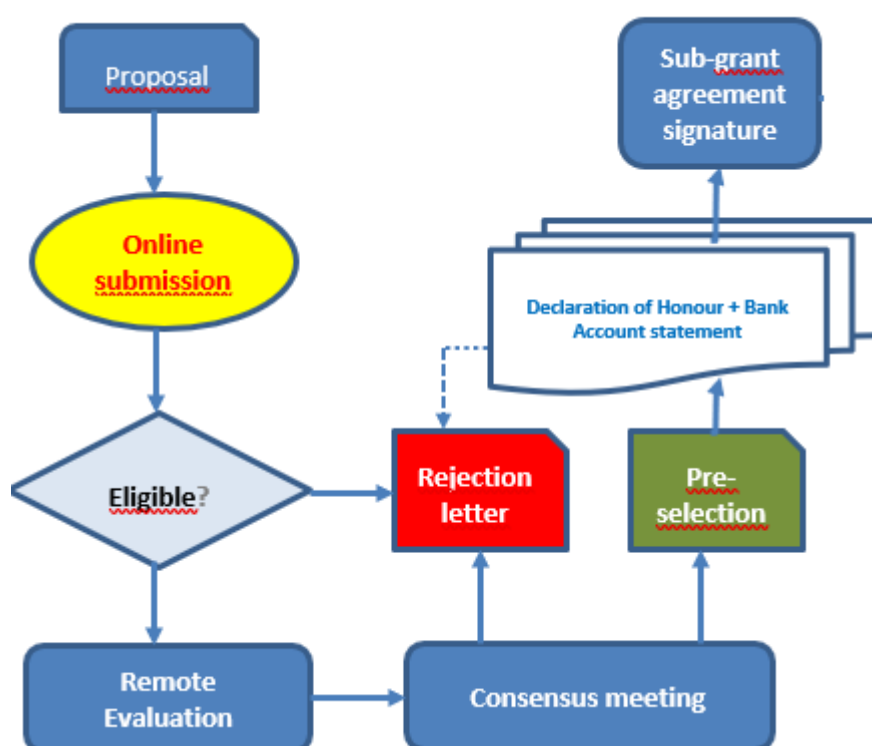
Annex 10: Guidelines for the evaluators

Version 3.1

© Copyright by the DigiPrime Consortium

10.1 Introduction

The DigiPrime open call is addressed and limited to SMEs, as defined in the EU law: (EC recommendation 2003/361/EC as published in the Official Journal of the European Union L 124, p. 36 of 20 May 2003)¹, also in form of small consortia of SMEs. All organizations (SMEs) eligible for Horizon 2020 will be eligible to submit proposals for the open calls, except for the consortium's partners and other parties that may have conflicts of interest. Other entities not eligible for funding under Horizon 2020 can also apply as consortium partners but, however, they must bear their project costs. The eligibility criteria will be checked by the Consortium partners before their transmission to the evaluators, according to the following scheme:



10.2 Evaluation

External experts who will be appointed and approved by the DigiPrime consortium will be in charge of selecting the SMEs that will develop new solutions over the DigiPrime software and pilot infrastructure (*Call type A*), as well as SMEs that will replicate DigiPrime across additional smart environments (*Call type B*).

Three external evaluators will be appointed for the evaluation of each proposal. Each evaluator can be assigned with up to five (5) proposals although efforts will be made to reduce and balance the workload. The collected proposals will be assigned to evaluators within 1 week from the submission deadline. The

individual proposal evaluations will be completed within 2 weeks after the assignment. *Within this period the evaluators are not allowed to meet remotely and consult each other without explicit authorization from the DigiPrime Consortium.*

The individual evaluation will be conducted according to the following criteria:

- The **Innovation** of the application (weight 30%)
- **Impact** on the DigiPrime ecosystem and contribution to meeting DigiPrime goals and objectives (weight 40%);
- The ability of the applicants to **implement** the proposed sub-projects (weight 30%)

Each evaluator should carefully read the Annex 2 "Guidelines for Applicants", Annex 3 "Application form" and Annex 4 "Proposal supplement", then the evaluation form (excel file-example in the following page) should be filled in.

Each sub-criterion in the evaluation form will have a mark between 1 and 5, **without decimals**; for each sub-criterion under examination, score values will indicate the following assessments:

1 Fail The proposal fails to address the criterion under examination or cannot be judged due to missing or incomplete information

2 Poor There are serious weaknesses.

3 Good While the proposal broadly addresses the criterion, there are some significant weaknesses.

4 Very Good The proposal addresses the criterion very well, although certain improvements are possible.

5 Excellent The proposal successfully addresses all relevant aspects of the criterion in question; eventual shortcomings are minor.

The score of each criterion, **with decimals**, will be given by the average of the sub-criteria single scores, while the total score is obtained through a weighted average of the single score of each criterion. An example is provided in the following page.


The score of each criterion, as well as the final score, must have a short written justification explaining how a certain score has been assigned

10.2.1 Evaluation Tips

- Read 2 - 3 proposals before you start your evaluation:
- Your output must be useful and relevant. Your justifications will be used to provide feedback to the applicants. They must be coherent, relevant and useful.
- In the case of weak applications, it will be the justifications you provide which will be the basis for excluding the application. So be very careful not to give an explanation that may be wrong.
- Do not use statement like *"The proposal does not provide information on that issue"*. Better statement is: *"The proposal does not sufficiently analyze that issue"* or *"The proposal does not adequately justify that issue"* or *"The proposal lacks clarity on that issue"*

-

10.2.2 Evaluation Form

CALL B	NAME OF THE PROPOSAL / NAMES OF THE SMEs	
	Write here the NAME OF THE PROPOSAL and the NAME OF THE APPLICANT SME (In case of a Consortium, write the NAME OF THE COORDINATOR IN CAPITAL LETTERS, followed by the names of the other applicant SMEs in small letters)	

FINAL SCORE		
CRITERIA	SCORE	PONDERATION
1. Innovation	1,00	30%
2. Impact on DigiPrime Ecosystem	1,00	40%
3. Implementation and Team Capabilities	1,00	30%
TOTAL SCORE		1
GENERAL COMMENTS	Please write here the overall justification regarding the evaluation	

DETAILED EVALUATION		
CRITERIA	SCORE	
1. INNOVATION		1,00
1.1 Solution scope	Is the description of the solution intended to be developed clear, and feasible ?	1
1.2 Innovation potential	How innovative is the project proposal?. Does it demonstrates the innovation potential compared to the existing technology and/or solutions available on the market?	1
1.4 Outcomes	Are the project outcomes clearly described and measurable?	1
Open comments for reviewers	Please write here the justification regarding the scores to this specific criterion	-
2. IMPACT		1,00
2.1 Compliance with the DIGIPRIME specific KPIs	Does the proposal comply with at least one of the specific KPIs described in section 2.5.2 of the Guidelines for applicants ? -New sectors not already covered by the DigiPrime Pilots. -New value chains inside the sectors already existing in the DigiPrime platform.	1
2.2 Impact on DigiPrime scheduled activities	Is the proposal consistent with the DigiPrime schedule? The outcomes must be ready within the scheduled deadline; any doubt on the actual achievement should lead to a lower score	1
2.3 Impact on DigiPrime risks	Are the technical challenges and barriers well identified?	1
2.4 Business Potential	Is the proposal consistent with a real market demand ? Do you think that the solution has business potential?	1
2.5 Go-to-market	Is the go-to-market properly described and feasible?	1
Open comments for reviewers	Please write here the justification regarding the scores to this specific criterion	-
3. IMPLEMENTATION AND TEAM CAPACITY		1,00
3.1 SME/Consortium expertise	Have the team members the required skills and experience to assure a high quality product/service?	1
3.2 Technology implementation	Does the technology implementation fully comply with the "Integration requirements for the introduction of new services in the DigiPrime Platform" (Section 9.3 of the Annex 9 -Technical Annex to the Open Call)? Is it feasible within the scheduled time?	1
3.3 Project plan	Is the workplan clear, including milestones and deliverables ?	1
Open comments for reviewers	Please write here the justification regarding the scores to this specific criterion	-


I declare that, to best of my knowledge, I have no direct or indirect conflict of interest in the review of this proposal.

Name

Date and Signature

10.2.3 Consensus meeting

When all the three individual evaluation forms have been submitted to the DigiPrime Consortium, there will be a consensus meeting among the three evaluators during the second month of the evaluation timeline, resulting in a signed Consensus Report shown in the following figure.. For this process, a final consensus meeting is foreseen with the physical presence of all evaluators, pending the evolvement of the pandemic situation.

CALL B		FINAL CONSENSUS REPORT	
	Write here the NAME OF THE PROPOSAL and the NAME OF THE APPLICANT SME (In case of a Consortium, write the NAME OF THE COORDINATOR IN CAPITAL LETTERS, followed by the names of the other applicant SMEs in small letters)		

FINAL SCORE		
CRITERIA	SCORE	PONDERATION
1. Innovation	1,00	30%
2. Impact on DigiPrime Ecosystem	1,00	40%
3. Implementation and Team Capabilities	1,00	30%
TOTAL SCORE		1
GENERAL COMMENTS	Please write here the overall justification regarding the evaluation	

DETAILED EVALUATION		
CRITERIA	SCORE	
1. INNOVATION		1,00
1.1 Solution scope	Is the description of the solution intended to be developed clear, and feasible ?	1
1.2 Innovation potential	How innovative is the project proposal?. Does it demonstrates the innovation potential compared to the existing technology and/or solutions available on the market?	1
1.3 Circularity Potential	How is the degree of circularity of the proposal? Does the proposal contributes to create a circular value chain ? Do the material, product and/or service lead to a more sustainable approach ?	1
1.4 Outcomes	Are the project outcomes clearly described and measurable?	1
Open comments for reviewers	Please write here the justification regarding the scores to this specific criterion	-
2. IMPACT		1,00
2.1 Compliance with the DIGIPRIME specific KPIs	Does the proposal comply with at least one of the specific KPIs described in section 2.5.2 of the Guidelines for applicants ? -New sectors not already covered by the DigiPrime Pilots. -New value chains inside the sectors already existing in the DigiPrime platform.	1
2.2 Impact on DigiPrime scheduled activities	Is the proposal consistent with the DigiPrime schedule? The outcomes must be ready within the scheduled deadline; any doubt on the actual achievement should lead to a lower score	1
2.3 Impact on DigiPrime risks	Are the technical challenges and barriers well identified?	1
2.4 Business Potential	Is the proposal consistent with a real market demand ? Do you think that the solution has business potential?	1
2.5 Go-to-market	Is the go-to-market properly described and feasible?	1
Open comments for reviewers	Please write here the justification regarding the scores to this specific criterion	-

3. IMPLEMENTATION AND TEAM CAPACITY		1,00
3.1 SME/Consortium expertise	Have the team members the required skills and experience to assure a high quality product/service?	1
3.2 Technology implementation	Is the technology implementation feasible within the scheduled time?	1
3.3 Project plan	Is the workplan clear, including milestones and deliverables ?	1
Open comments for reviewers	Please write here the justification regarding the scores to this specific criterion	-

EVALUATOR 1

Name	
Signature	
Date	

EVALUATOR 2

Name	
Signature	
Date	

EVALUATOR 3

Name	
Signature	
Date	

MODERATOR

Name	
Signature	
Date	

The evaluation results will be cross-examined by all the evaluators who will finally rank the proposals from the most to less successful according to the selection criteria.

10.2.4 Financial Support for Evaluators / Technical Support

The calculation of financial support is based on actual EC rules, the standard daily rate of 450.00€, each evaluator is expected to evaluate 3 proposals with a total effort of 1,7 days , including the consensus meeting